BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND

AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 23-2

3 NOVEMBER 2003

Supply

FUELS MANAGEMENT (WING)

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This Checklist identifies Command requirements for Fuels Management at all applicable levels to prepare for and conduct internal reviews of the units in support of AFSPC. It applies to all AFSPC subordinate units.

SUMMARY OF REVISIONS

This Checklist has been revised to update critical and non-critical items and to update references. A bar (|) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists **will not** be supplemented. Units may produce their own standalone as needed to ensure an effective and thorough review of the unit OJT program. Units are encouraged to contact the Command Functional OPR for this checklist to recommend additions and changes as necessary. See Attachment 1.

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ATTACHMENT 1

FUELS MANAGEMENT (WING)

Table A1.1. Checklist.

SECTION 1: COMPLIANCE and ENVIRONMENTAL **MISSION STATEMENT (WING/GROUP):** To provide safe and timely petroleum, cryogenic, hypergolic and missile propellants to support the command's mission and to promote safety, security and discipline in all fuels operations			
1.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
1.1.1. Are there at least two technicians in the laboratory when tests involving fuel are being performed? (AFI23-201, ***Fuels Management*** para 3.4.2.11, and AFOSHSTD91-38, ***Hydrocarbon Fuels – General*** para 5.3.1.11)			
1.1.2. Are fuel analyses performed under operational exhaust hoods? (AFOSHSTD91-38, para 5.3.3.7)			
1.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
1.2.1. Has the Fuels Management Team (FMT) determined what element will manage their danger tags? (AFI23-201, para 5.3.3)			
1.2.2. Does the internal inspection program include all fuels functions? (AFI23-201, para 8.3)			
1.2.3. Is each section within the fuels function inspected at least once every 6 months, not to exceed 180 days? (AFI23-201, para 8.3.1.1)			
1.2.4. Are follow-on inspections conducted within 45 days on sections with negative trends identified during the semiannual inspection? (AFI23-201, para 8.3.1.2)			
1.2.5. Does compliance and environmental section make the minimal required number of safety spot checks of different fuels operations each week? (AFI23-201, para 8.3.1.3)			
1.2.6. Are safety instructions posted in the laboratory? (AFOSHSTD91-38, para 5.3.1.1)			
1.2.7. Is the oven equipped with a limiting temperature automatic shut-off control? (AFOSHSTD91-38, para 5.3.1.3)			
1.2.8. Are "no smoking" signs posted? (AFOSHSTD91-38, para 5.3.1.9)			
1.2.9. Are adequate fire extinguishers available? (AFOSHSTD91-38, para 5.3.1.10)			

NON-CRITICAL ITEMS (Cont):	**YES**	**NO**	**N/A**
1.2.10. Is an emergency eye bath provided? (AFOSHSTD91-38, para 5.3.3.13)			
1.2.11. Are procedures established to prevent leaving waste fuels or fuel samples in the lab overnight or when closed? (AFOSHSTD91-38, para 5.3.3.9)			
1.2.12. Are procedures for laboratory safety developed and coordinated with base safety and the fire chief? (AFOSHSTD91-38, para 5.3.3.10)			
1.2.13. Is there at least one annual inspection of the lab conducted by other base agencies? (AFOSHSTD91-38, para 5.4.1)			
1.2.14. Is the electrical ground visually inspected monthly by lab personnel and ohm resistance checked annually? (AFOSHSTD91-38, para 5.4.2.3)			
1.2.15. Is a plainly marked yellow container, with a self-closing lid, provided for combustible waste and is it marked in red with "COMBUSTIBLE SOLID WASTE"? (AFOSHSTD91-38, para 5.5.1)			
1.2.16. Is lab equipment unplugged at the end of the workday unless the manufacturer's instructions require otherwise? (AFOSHSTD91-38, para 5.5.5)			
1.2.17. Have necessary controls been established to prevent waste of resources? (AFI65-601, ***Budget Guidance and Procedures within Air Force Space Command*** Vol 2, para 2.11)			
1.2.18. Are samples from a crashed aircraft drawn by lab personnel? (AFI23-201, para 7.20)			
1.2.19. Has a crash aircraft sampling kit been established, inventoried annually, sealed and is the seal checked monthly? (T.O. 42B-1-1, ***Quality Control of Fuels and Lubricants*** para 4-10c and AFI23-201, para 7.20.22)			
|1.2.20. Are turbine fuel correlation/aircraft servicing testing samples taken every 45 days? Note: AFTO Form 475 will be attached to sample submitted to the area laboratory and show results of total solids, filtration time, flash point, and FSII on back. (T.O. 42B-1-1, para 4-4)			
1.2.21. Does the **DD Form 250, Material Inspection and receiving Report,** accompany all Aviation Fuel receipts and include the contract number, contractor's name, shipment number, product, specification/nomenclature, seal numbers, API gravity/group and name of Quality Assurance Representative (QAR)? (T.O. 42B-1-1, para 5-4a)			
1.2.22. When Liquid Oxygen (LOX) is received from a commercial source, is the DD Form 250 checked to ensure the product was inspected and signed by the QAR? (T.O. 42B6-1-1, ***Quality Control of Aviators Breathing Oxygen*** para 3-19)			
1.2.23. Is a sample taken from each LOX storage tank every 90 days and submitted to the area laboratory? (T.O. 42B6-1-1, para 3-21b(2))			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
1.2.24. Are slides available in the laboratory for comparison of fibers or lint, sand, dirt, metal (including shavings) and rust analysis? (T.O. 42B-1-1, para 5.21)			
1.2.25. Is the in-line sampler equipped with a 10-25 gauge ground wire that extends approximately 6 inches beyond the tubing and is it silver soldered to the hose adapter fitting? (T.O. 42B-1-1, para 5-7a)			
1.2.26. Is reclaimed fuel visually analyzed for color, solids and water prior to returning to storage (bulk or operating) at a ratio of 1 gallon reclaimed product to 10 gallons of product currently in the storage tank? (T.O. 42B-1-23, Table 3-1)			
1.2.27. Are laboratory test results recorded on **AFTO Form 150, Base Fuels Sampling and Testing record,** or is the Fuels Automated System program retained according to AFMAN37-139, ***Records Disposition Schedule*** Table23-18?			
1.2.28. Is the printed standard replaced in the Aeronautical Engine Laboratories water detector kit annually and is it dated? (T.O. 42B-1-1, Appendix B, page B-5, NOTE)			
|1.2.29. Is a process used to measure the effectiveness of the fuels testing and analysis program and are local schedules established to ensure required samples are obtained from each facility and from each piece of equipment? (T.O. 42B-1-1, Section V)			
|1.2.30. Is a program used to identify and control the removal and isolation of a fuel system when it fails to conform to existing operational or quality standards? (T.O. 42B-1-1, Section III)			
1.2.31. Are compliance and environmental inspections comprehensive and detailed, and do they determine root causes of discrepancies and provide the best corrective action? (AFI23-201, para 8.4.4)			
SECTION 2: SERVICE STATION			
2.1. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
2.1.1. Are items checked on **AFTO Form 39, Fuel System Inspection and Discrepancy Record,** (completed as follows:)? (T.O. 37-1-1, ***General Operation and Inspection of Installed Fuel Storage and Dispensing Systems*** para 4-7 and 4-11)			
2.1.2. Are issue quantities recorded to the nearest gallon? (AFMAN23-110V1P, 3 ***Bulk Petroleum Fuels Management para*** 1.79.1)			
2.1.3. Is the phrase, "TRANSIENT ISSUE," in block G of the **AF Form 1994, Fuels Issue/Defuel Document (DoD),** for all transient AF or DoD vehicles? (AFMAN23-110V1P3C1, para 1.79.4.1)			

SECTION 3: BULK STORAGE			
3.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
3.1.1. Are daily, weekly and monthly inspections performed? Are deficiencies recorded on the AFTO Forms 39 and reported to Base Civil Engineer (BCE) Liquid Fuels Maintenance? (T.O. 37-1-1, ***Operation, Inspection, and Maintenance of Permanently Installed Fuels Storage and Dispensing Systems*** Sect 4)			
3.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
3.2.1. Does the fuels storage supervisor perform weekly inspections on the bulk storage facilities? (T.O. 37-1-1, para 4-7h)			
3.2.2. Are AFTO Forms 39 properly filled out and all open discrepancies transcribed to the new form? (T.O. 37-1-1, para 4-10)			
|3.2.3. Does the FMT or Fuels Manager/Superintendent review the AFTO Form 39 on or before the 5th working day after the end of the month and annotate the form on page 2? (T.O. 37-1-1, para 4-9b)			
3.2.4. Has adequate fire protection been provided and properly located as determined by the base fire chief? (T.O. 37-1-1, para 3-2a)			
3.2.5. Are danger signs worded "NO OPEN FLAME OR IGNITION SOURCE BEYOND THIS POINT" and posted on security fences? (The number and location will be determined by the BCE and ground safety.) (T.O. 37-1-1, para 3-2a)			
|3.2.6. Are the storage tanks inspected and/or cleaned within established time requirements? (T.O. 37-1-1, para 3-15a, and UFC 3-460-03, ***Unified Facilities Criteria*** para 10.3.3.3)			
|3.2.7. Is each above ground storage tank surrounded by a dike to provide a reservoir adequate to hold the volume for a five-year, one-hour –duration storm, or one-foot freeboard, whichever is greater? (UFC 3-460-03, para 7.5.1)			
|3.2.8. Is an open drain used with a lock-type gate valve on the exterior of the dike? (UFC 3-460-03, para 7.5.1)			
|3.2.9. Is the dike drain staffed during drainage operations? (UFC 3-460-03, para 7.5.1)			
|3.2.10. Are storage tank water drain valves provided with a lock? (UFC 3-460-03, para 7.2.1.1)			
|3.2.11. Are installed meters checked and calibrated once every 12 months? (UFC 3-460-03, para 10.3.121) and T.O. (37-1-1, para 4-11i (1))			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
|3.2.12. Is underground-piping pressure tested annually and hydrostatic tested every 5 years? (UFC 3-460-03, para 2.3.3.2)			
3.2.13. Are drip pans or other approved containers available and in use for unloading fuel? (AFOSHSTD91-38, para 3.2.2)			
|3.2.14. Are filter separators stenciled with 3/4" or 1" letters indicating next filter change date (month and year) and maximum filter separator differential pressure? (UFC 3-460-03, para 3.3.3.7.2)			
3.2.15. Are filter separators/sumps not equipped with a sight glass drained prior to use in a clean glass container and checked for water, sediment and color? (T.O. 42B-1-1, para 3-4-6)			
3.2.16. When positioned at a fillstand, is the refueling unit parking brake set? (AFOSHSTD 91-38, para 3.3.2)			
3.2.17. Are communication systems (telephone/radio) available and operative at fixed storage, hydrant and service station facilities? (AFI23-201, para 1.19)			
SECTION 4: FUELS HYDRANT SYSTEMS			
4.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
4.1.1. Are daily, weekly and monthly inspections being performed and recorded on AFTO Form 39? (T.O. 37-1-1, Sec 4)			
4.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
4.2.1. Are pits and outlets dry and clean? (T.O. 37-1-1, para 4-11g(2))			
4.2.2. Are elements changed IAW (UFC 3-460-03, para 10.12.1)			
4.2.3. Are filter separator sumps drained prior to use in a clear glass container and checked for water, sediment and color? (T.O. 42B-1-1, para 3-4b)			
|4.2.4. Are pressure gauges calibrated as required by manufacturer? (UFC 3-460-03, para 10.3.16)			
4.2.5. Are flow charts and instruction panels showing operation steps posted in the control room? (T.O. 37.1.1, para 3.1)			
4.2.6. Are exposed fuel lines marked? (MIL-STD-161F, ***Identification Methods for Bulk Petroleum Products Systems,*** para 4)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
4.2.7. Are gauging hatches locked when not enclosed in a secure area? (AFI23-201, para 4.2.1.4)			
4.2.8. Are emergency generators prepositioned at bulk storage and hydrants facilities? (AFI23-201, para 5.11.2)			
|4.2.9. Are hydrant high-level gauges checked semiannually? (UFC3 460-03, Chapter 10)			
4.2.10. Are deficiencies recorded on the applicable AFTO Form 39 and any component/system placed "out of service" and "danger tagged" if deficiency compromises quality of product or safety? (T.O. 37-1-1, para 4.2)			
4.2.11. Are communication systems available and operative? (T.O. 37-1-1, para 4.12g)			
4.2.12. Are emergency switches properly identified and tested monthly while the system is being operated? (T.O. 37-1-1, para 4.13b)			
4.2.13. Are maintenance status codes on AFTO Form 39 entered in pencil only? (T.O. 37-1-1, para 4.8g)			
SECTION 5: CRYOGENIC PRODUCTS			
5.1. CRITCAL ITEMS:	**YES**	**NO**	**N/A**
5.1.1. Is the two-man policy in effect at all times when generating or transferring cryogenic products? (AFI23-201, para 3.4)			
5.1.2. Are cryogenic product tanks and trailers grounded and bonded together during transfer? (T.O. 42B6-1-1, para 4.7d)			
5.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
5.2.1. Are adequate water supply and fire extinguishers available for fire fighting and wash down? (AFOSHSTD91-38, para 3.5.2.6)			
5.2.2. Are drip pans or other approved containers available and being used for all transfer and sampling operations? (T.O. 42B6-1-1, para 4.7j)			
5.2.3. Are cryogenic product samples, from each tank that contains product, forwarded to the area lab every 90 days? (T.O. 42B6-1-1, para 3.21(1)(b))			
5.2.4. Are 400ml beakers, for cryogenic product odor test, available and protected from contamination? (T.O. 42B6-1-1, para 3.16a)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
5.2.6. Are **AFTO Forms 176, Cryogenic Material Samples,** used for samples sent to area lab? (T.O. 42B6-1-1, para 3.32)			
5.2.7. Are cryogenic product tanks adequately protected from rust and corrosion? (T.O. 35-1-3, ***Corrosion Prevention, Painting and Marking of USAF Support Equipment*** para 2.5)			
5.2.8. Are cryogenic product tanks pressure and vacuum gauges calibrated at one-year intervals? (T.O. 33K-1-100 ***Calibration Interval Technical Order***)			
5.2.9. Are cryogenic product tanks marked? (T.O. 35-1-3)			
5.2.10. Are servicing inspections performed IAW T.O. 37C2-8-1-116 WC-1 ***Propellant and Storage Handling Equipment*** and documented on the AFTO Form 244, Pt 3? (T.O. 00-20-7, para 1.4)			
SECTION 6: REFUELING VEHICLES AND HOSE CARTS			
6.1. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
6.1.1. Are refueling units positioned properly in the parking area, i.e., parked in single rows capable of being driven in and out in one turn? (AFOSHSTD91-38, para 3.5.2.4)			
|6.1.2. Are fuels and general-purpose vehicles processed through the checkpoint each day the equipment is used? (AFI23-201, para 6.6)			
|6.1.3. What is the overall painted condition of the vehicles? (T.O. 36-1-191 ***Painting, Marking, and Lighting Requirements for USAF Vehicles***)			
|6.1.4. Are vehicles and equipment properly marked? (T.O. 36-1-191 para 2.63 thru para 2.7.2)			
6.1.4.1. Reflective (except toned down vehicles) marking on sides?			
6.1.4.2. Flammable/No Smoking Within 50 ft signs?			
6.1.4.3. Cargo fire-avoid water?			
6.1.4.4. NATO symbols below product identification markings?			
6.1.4.5. Pintle hook decal?			
6.1.4.6. Product grade decals on manhole covers?			
6.1.4.7. Command and base painted in black on rear?			

NON-CRITICAL ITEMS (Cont):	**YES**	**NO**	**N/A**
6.1.4.8. Open manhole cover when pumping fuel oil or water at temperatures below 25 degrees?			
6.1.4.9. Applicable markings and NATO symbols on the nozzles? (Fig 3-2)			
6.1.4.10. DOT motor carrier safety regulation markings ("flammable")?			
6.1.5. Does the servicing vehicle parking area meet the established criteria for safety and security and is it adequately posted with danger signs reading, "NO OPEN FLAME OR IGNITION SOURCE BEYOND THIS POINT". (AFOSHSTD91-38, para 3.5)			
|6.1.6. Are **AF Forms 1800, Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)/1807, Operator's Inspection Guide and Trouble Report (Fuels Servicing Vehicles),** annotated to reflect the monthly checks? (T.O. 00-25-246, ***Selection, Inspection, Service, and Control of Motor Vehicle and Aerospace Ground Equipment Tires*** para 4.2(4)			
|6.1.7. Are accident forms maintained in vehicles (**DD Form 518, Accident and Identification Card and SF Form 91, Operator's report of Motor vehicle Accident**)? (AFJMAN24-306, ***Manual for the Wheeled Vehicle Driv***er, chapter 10)			
6.1.8. Does the Resource Control Center (RCC) keep spare keys for refuelers? (AFI23-201, para 7.7.1)			
|6.1.9. Is the next change date (month and year) and maximum differential pressure stenciled on filter separator vessel in 3/4 inch or 1-inch letters? (UFC3-460-03, para 3.3.3.7.2)			
|6.1.10. Do containers/bowsers used to store reclaimed fuel meet the following criteria? (T.O. 42B-1-23, ***Disposal of Waste Liquid Fuels and other Petroleum Products*** para 2.4c)			
6.1.10.1. Painted red with yellow band around center?			
6.1.10.2. Marking size based on drum size?			
|6.1.11. Are nozzle strainers removed and cleaned every 30 days? (T.O. 37A-1-101, ***Fuels and Oil Handling Equipment*** para 2-1)			
|6.1.12. Are ground wires/clamps in good condition and reels firmly bolted to the vehicle? (T.O. 00-25-172, ***Ground Servicing of Aircraft and Static Grounding and Bonding*** para 2.12g)			
6.1.13. Is a process used to relocate fueling equipment and the RCC? (AFI23-101, para 7.4.1.4 and 7.2.6.2)			

SECTION 7: AIRCRAFT REFUELING/DEFUELING CHECKLIST			
7.1. **NON-CRITICAL ITEMS:**	**YES**	**NO**	**N/A**
|7.1.1. Does Refueling Unit Operator approach the aircraft with the vehicle operator's side adjacent to the aircraft? (T.O. 00-25-172, para 4.12a)			
|7.1.2. Does Refueling Unit Operator stop 25 feet from the aircraft and move into servicing position only upon direction from aircraft crew? (T.O. 00-25-172, para 4.12)			
|7.1.3. Does Refueling Unit Operator bond refueler to aircraft? (T.O. 00-25-172, para 4.2d)			
|7.1.4. Does Refueling Unit Operator ensure aircraft crew secures and tests nozzle in locked position? (T.O. 00-25-172, para 4.2d)			
|7.1.5. Does Refueling Unit Operator record differential pressure on **AFTO Form 422** if required? (T.O. 00-25-172cl-4 para2-1p)			
|**7**.1.6. The above procedures also apply to defueling aircraft. The only difference is a crewmember must be positioned on top of the defueler (when not equipped with a high-level shut off) to observe fuel flow into the refueler to prevent overflow. (T.O. 00-25-172, para 4-4)			
SECTION 8: MANAGEMENT			
8.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
|8.1.1. Does the Liquid Fuels Maintenance personnel notify fuels management before removal of any system component or when the system is opened in a manner that would permit a fuel spill? (UFC3 460-03, para1.2.3.7 and para 10.2.4)			
|8.1.2. Does the RCC exercise positive control over resources and has a procedure been developed to notify each fuels element of actual or simulated disaster exercises? (AFI23-201, para 7.4.2.1)			
8.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
|8.2.1. Is a program in effect to ensure on-specification fuel recovered from filter separator sumps, pipeline low point drains, in-line samplers and product recovery systems are returned to active storage after testing? (T.O. 42B-1-23, para 3.1b)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
8.2.2. Has fuels management designated in Fuels Operating Instructions all operations that require the mandatory use of a locally developed checklist and are checklists assigned individual identification numbers and reviewed annually? (AFI23-201, para 1.20)			
8.2.3. Is fuels management knowledgeable of the base war support plan procedures and other activities that may require support? (AFI23-201, para 1.3)			
8.2.4. Is management knowledgeable of the required Pre-positioned War Reserve Material Stocks and requirements for waiver submission? (AFI23-201, para 5.9, para 1.23)			
8.2.5. Are completed AFTO Forms 39 being retained IAW AFMAN37-139, Table 23-18? (T.O. 37-1-1, para 4.6)			
8.2.6. Are AFTO Forms 39 reviewed on or before the 5th working day after the end of the month? (T.O. 37-1-1, para 4.9b)			
8.2.7. Are general-purpose vehicles serviced by refueling vehicles? If so, have they been coordinated with fuels management and approved in writing by the Fuels FMT? (AFI23-201, para 1.17.1)			
|8.2.8. Does the FMT designate an evaluator to perform a semiannual assessment of the Compliance and Environmental Element? (AFI23-201, para 8.3.2)			
8.2.9. Are personnel responsible for Bulk Petroleum Contingency Report preparation knowledgeable of correct procedures? (AFI23-201, para 5.5.2)			
8.2.10. Has management ensured permanent corrective action is taken on all deficiencies noted during inspections? (AFI23-201, para 1.9)			
8.2.11. Is management forecasting requirements for operations and maintenance funds to cover all anticipated needs for expendable supplies, equipment, clothing, tools, TDYs and contract services? (AFI23-201, para 1.4)			
8.2.12. Has management ensured the fuels support plan and other operational plans include procedures for providing emergency power in a time frame responsive to mission requirements, to include guidelines for those installations where emergency generators cannot be pre-positioned? (AFI23-201, para 5.11)			
8.2.13. Does the process used by management ensure that formally written agreements are established and coordinated with installation weather detachments and base operations for severe weather warning notification? (AFI23-201, para 7.6)			
8.2.14. Are proper procedures followed for the transfer of the fuels account? (AFMAN23-110V1P3, para 1.10)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
8.2.15. Is a process used to brief personnel on the U.S. Air Force Hazard Reporting System? (AFI91-204, ***Safety, Investigation and Reports*** and AFI23-201, para 3.3.5)			
|8.2.16. Does the RCC have procedures to notify each fuels element of actual or simulated disaster exercises? (AFI23-201, para 7.4)			
|8.2.17. Has management designated interim storage and final disposition locations for off-specification fuel products and product-water mixtures under FMT control? (T.O. 42B-1-23 para 3.1a.b)			
|8.2.18. Does the plan of action used by fuels management ensure Military Construction Projects, Maintenance and Repair Projects and Maintenance and Environmental Compliance Programs are initiated and submitted through BCE according to the Defense Logistics Agency Plan for Integrated Management of Bulk Petroleum Planning and Budgeting Program? (DoD 4140.25-M, ***DoD Management of Bulk Petroleum Products, Natural Gas and Oil*** Vol II, Chap 8)			
SECTION 9: FUELS ACCOUNTING			
9.1. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
|9.1.1. Have BPWRR levels been violated or have Peacetime Stockage Objective levels been exceeded in the past 12 months? (AFMAN23-110V1P3C1, para 1.24 and AFI23-201, para 5.7)			
9.1.2. Is a permanent document control jacket file maintained for each day's transactions and does it reflect the computer transaction date? (AFMAN23-110V2P2, para 34.8)			
|9.1.3. Have procedures been established for the collection, safekeeping and deposit of funds received for sales of AVFUEL and oils? (AFMAN23-110V1P 3C1, para 1.71.3)			
|9.1.4. Are **AF Forms 1994, Fuels Issue/Defeul Document (DoD)/1995** Fuels **Issue/Defeul Document (NonDoD)** sequentially numbered for each day's issues for each piece of equipment? (AFMAN23-110V1P3C1, para 1.63.1.2)			
|9.1.5. Are **AF Forms 1232, Bulk Fuel Issue/Defuel Summary,** properly annotated for recirculated fuel? (AFMAN23-110V2P3C1, para 1.65)			
9.1.6. Has the BCE provided a current certified on-base pipeline inventory in gallons based on a mathematical computation? (UFC3-460-03, para 2.2 and AFMAN23-110V1P3C1, para 1.98.1)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
|9.1.7. Are certified gauging charts on hand (in 1/8" increments and U.S. gallons)? (AFI 23-201. para 2.6.4)			
|9.1.8. Are backlogged transactions processed prior to End-of-Month/End-of-Year reports are run and an effecting a price change? (AFMAN23-110V1P3C1, para 1.94.8)			
|9.1.9. When fuel is received from contract source are DD Forms 250, 1155, AF Forms 1231 and vendor delivery tickets placed in a separate file and maintained by month and retained according to AFMAN37-139, Table 23-18 rule 2?			
|9.1.10. Are local controls established to limit the number of personnel authorized access to fuels document control files? (AFMAN23-110, Vol II, part II, Ch 18, para 18.3.4)			
|9.1.11. Are fuels operating gain/loss tolerances and variances established and monitored in accordance with para 1.101? (AFMAN23-110V1P3C1, para 1.101)			
|9.1.12. Is a process used to obtain and forecast missile propellant requirements from using organizations? (AFMAN23-110V1P3C4)			
|9.1.13. Is a process used to project AVFUEL and ground fuel based on past consumption and projected program changes? (AFMAN23-110V1P3C1, para 1.26)			
SECTION 10: GASEOUS/LIQUID BREATHING AIR (GBA/LBA)			
10.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
10.1.1. Does GBA/LBA meet the requirements of grade D, ANSI/CGA G7.1? (T.O. 42B-1-22, ***Quality Control of Compressed and Liquid Breathing Air*** para 1.2.2)			
10.1.2. When filling GBA cylinders, are leak checks preformed on every cylinder? (T.O. 42B-1-22, para 2.29a)			
10.1.3. Is LBA blended and tested to blending/use limits as specified? (T.O. 42B-1-22, para 4.13b and c and 4.24)			
10.1.4. Is LBA sampled and tested within 24 hours to use? (T.O. 42B-1-22, para 4.24b)			
10.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
10.2.1. Are all cylinders checked for external condition and hydro dates prior to filling? (T.O. 42B-1-22, para 2.36a.)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
10.2.2. Are dented, cut, gouged, pitted or corroded cylinders disposed of if required, and do inspectors have proper experience to make that determination? (T.O. 42B-1-22, para 2.36a.3)			
SECTION 11. Personal Health Equipment			
11.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
11.1.1. Are suits, hoods or assemblies used for Fuel/Oxidizer washed thoroughly and aired dried prior to use with another type of Fuel/Oxidizer? (T.O. 14P3.11.1, ***Deceleration Devices and Personal and Survival Equipment*** para 2.7)			
11.1.2. Are Personal Protective Equipment (PPE) clothing items inspected for defects upon initial receipt, before and after each use? (T.O. 14P3-11-1, para 4.2)			
11.1.3. Are all PPE clothing items decontaminated IAW Sect. 5? (T.O. 14P3-11-1, para 5.3 and 5.4)			
11.1.4. Are repairs to PPE clothing made by qualified, skilled personnel? (T.O. 14P3-11-1,para5.6)			
SECTION 12: PORTABLE VAPOR DETECTORS (PVD)			
12.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
12.1.1. Are PVD readings taken for at least 90 seconds to ensure accurate indications of presence of Fuel/Oxidizer? (T.O. 33D9-84-40-1, para 4.5 step 21 NOTE)			
12.2. NON-CRITICAL ITEMS:			
|12.2.1. Are Fuel PVD readings taken stationary, i.e., not while walking, to prevent erroneous needle movement? (Interscan Series 4000 Operating Manual)			
|12.2.2. Are Electromechanical sensors and filters inspected semi/annually? (Interscan Series 4000 Operating Manual)			
|12.2.3. Are PVDs recalibrated when new sensors are installed? (Interscan Series 4000 Operating Manual)			
|12.2.4. Are PVD's recalibrated every 45 days? (Interscan Series 4000 Operating Manual)			

SECTION 13: RC-15C N2 RECHARGER			
13.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
13.1.1. Is Halocarbon Lubricant the ONLY lubricant used in the pump crankcase? (T.O. 35D3-6-38-1, ***Ground Handling, Support, Air and Missile Base Operating Equipment*** para 1.15)			
13.1.2. If the recharger is to be left in place or not used for 2 hrs or more, is V-1 (Tk Vent) slowly opened until 0 PSI is reached? (T.O. 35D3-6-38-1, para 2.9 (29)			
13.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
13.2.1. Is a barrier established during operations to prevent LN_2 contact with recharger tires, wheels, or other equipment? (T.O. 35D3-6-38-1, para 2.8 and 2.9)			
13.2.2. Are GN_2 samples taken as required after repair, overhaul, or suspect product quality? (T.O. 35D3-6-38-1, para 2.10)			
SECTION 14: LOX/LN2 SEMITRAILER			
14.1 . NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
14.1.1. Are V-10 & V-21 closed during storage to read the pressure? (T.O. 36A9-3-14-21***, Vehicles, Construction and Material-Handling Equipment*** para 4.13)			
14.1.2. Is at least 25 PSI maintained on trailer to allow discharge of last 1300 gal? (T.O. 36A9-3-14-21, para 4.19j NOTE)			
14.1.3. Is Perlite level inspected every 3 months or 500 hrs/600 miles? (T.O. 36A9-3-14-21, fig. 5-2)			
SECTION 15: A-17 TUBE BANK TRAILERS			
15.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
15.1.1. Are tubes filled slowly to prevent heating over 100 degrees? (T.O. 36A9-12-3-2, para 2.22s and 2.25h WARNING)			

15.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
15.2.1. Are rubber spacers between tubes checked for evidence of shifting, proper insulation, and general condition semi/annually? (T.O. 36A9-12-3-2, Table 2-2)			
15.2.2. Are hoses properly tethered every 6 feet to prevent whipping? (T.O. 36A9-12-3-2, para 2.25f)			
SECTION 16: N2/O2 CONVERTER TRAILER			
16.1. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
16.1.1. Is pump crankcase lubricant either Halocarbon 275/56S for Oxygen service, or 20W50 Oil for Nitrogen service? (T.O. 36Y25-23-1, Sect. 3)			
16.1.2. Is oil pressure on pump drive end maintained at 80-100 PSI at pump start-up to prevent pump damage? (T.O. 36Y25-23-1, para 6.5.2)			
SECTION 17: RECEIPT, STORAGE AND HANDLING OF LIQUID PROPELLANTS			
17.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
17.1.1. Is proper/appropriate PPE utilized during sampling operations? (T.O. 42B1-1-16, para 3.13)			
17.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
17.2.1. Are all storage areas maintained in a clean and orderly condition at all times? (T.O. 42B1-1-16, para 1.11c)			
17.2.2. Are samples taken from bulk storage tanks every 3 months? (T.O. 42B1-1-16, ***Receipt, Storage and Handling of Liquid Propellants*** para 2.5a(1))			
17.2.3. Are samples taken immediately from bulk storage tanks after tank filling or opening for maintenance? (T.O. 42B1-1-16, para 2.2a(2))			
17.2.4. Is care taken to ensure samples are representative of the sampled container? (T.O. 42B1-1-16, para 3.2)			
17.2.5. Are sample containers/equipment cleaned to levels required by T.O. 42C-1-11 prior to use? (T.O. 42B1-1-16, para 3.7)			

SECTION 18: EASTERN/WESTERN RANGE REQUIREMENTS			
18.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
18.1.1. Are only PPE that meets NIOSH, ANSI, or AF accepted standards used for propellant handling operations? (EWRR 127-1, ***Eastern/Western Range Requirements*** para 5.12.1)			
18.1.2. Are substitution/configuration changes/alterations of PPE made ONLY with 30 SW/SE approval? (EWRR 127-1, para 5.12.1)			
18.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
18.2.1. Do propellant handling/storage areas have both visual and aural warning devices to alert personnel to hazard status? (EWRR 127-1, para 5.4.1)			
18.2.2. Are safety showers/eyewashes provided in propellant storage/handling areas? (EWRR 127-1, para 5.4.2)			
18.2.3. Are safety hats/caps provided in propellant storage/handling areas? (EWRR 127-1, para 5.5.8)			
18.2.4. Do folding platforms (new R-16/17A Trailers) have positive means of containment in the open/folded position, i.e., tethered pin. (EWRR 127-1, para 5.5.12)			
18.2.5. Are removable handrails (R-16/17A Trailers) stored and secured in such a manner, to prevent dropping/damage or injury to equipment or personnel? (EWRR 127-1, para 5.5.13)			
18.2.6. Are APPROVED (through 30 SW/SE) procedures/checklists used for ALL high-energy potential or toxic operations? (EWRR 127-1, para 5.6.1)			
18.2.7. Are hazardous operations scheduled through 30 SW/SE, Fire Dept. and Security Forces to ensure they are notified and available? (EWRR 127-1, para 5.6.3)			
18.2.8. Do all Hazardous Operating Procedures include the information outlined in 5.6.7.1-11? (EWRR 127-1, para 5.6.7)			
18.2.9. Do written procedures clearly specify times and circumstances when PPE and breathing equipment must be worn/carried/pre-positioned? (EWRR 127-1, para 5.12.2)			
18.2.10. Do written procedures include emergency first-aid procedures for contact with toxic propellants? (EWRR 127-1, para 5.12.13)			
18.2.11. Are all ground, missile, and space mishaps properly documented and expeditiously reported to 30 SW/SE? (EWRR 127-1, para 5.20.1)			
18.2.12. Are approved procedures in place for the handling of all Hazardous Wastes? (EWRR 127-1, para 5.21.1)			